

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB98-6

Date: May 19, 1998

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: GOVERNOR'S WELFARE-TO-WORK 15 PERCENT SPECIAL PROJECT FUNDS—SOLICITATION FOR PROPOSALS

This Information Bulletin transmits the Governor's Welfare-to-Work (WtW) 15 percent special project funds Solicitation for Proposals (SFP). The Employment Development Department (EDD) is requesting grant proposals for projects to help long-term recipients of welfare assistance enter unsubsidized jobs. Approximately \$23,000,000 in the Governor's 15 percent WtW grant funds are being made available to employers, private non-profit and for profit organizations, and public entities through an SFP process. Interested parties are invited to submit proposals using the attached SFP guidelines.

Grantees will have great flexibility in designing WtW strategies geared to the needs of their own labor markets and economies. There is a range of activities that are allowable under the WtW Interim Final Rule issued November 18, 1997, by the Department of Labor (DOL). Allowable activities include job readiness; community service or work experience; job creation through public-sector or private-sector employment wage subsidies; on-the-job training; job placement services; post-employment services or job retention and support services; transportation assistance; substance abuse treatment; child care; and, emergency or short-term housing. Although a variety of innovative activities are authorized, program services need to be viewed overall as employment-based developmental steps to help individuals get and keep unsubsidized employment. The Governor's 15 percent funds may be used to pay for: 1) the costs of allowable activities (partial list of examples listed above); 2) the costs of administration of the WtW program; and 3) the cost of information technology (computer hardware and software) needed for monitoring or tracking.

A complete copy of the Interim Final Rule issued by the DOL may be downloaded at the DOL WtW website at: <http://wtw.doleta.gov>.

Proposals are due July 17, 1998. Bidders' Conferences will be held in Fresno, Oakland, Sacramento, San Diego, Orange County, and Los Angeles. For dates and times, please refer to the SFP. Grant awards will be announced in September. A copy of the SFP is attached. Additional copies may be obtained by downloading it from the EDD website at:

<http://www.edd.cahwnet.gov/emptran.htm>, or by faxing a request to the EDD Contract Services Group at (916) 657-4391, or by calling their bid line at (916) 653-5134.

If you have any questions, please e-mail to: JTPDLIB@edd.ca.gov. The subject line should read, "Welfare Grant".

/S/ BILL BURKE
Assistant Deputy Director

Attachment

SOLICITATION FOR PROPOSALS (SFP)

GOVERNOR'S WELFARE-TO-WORK 15 % SPECIAL PROJECT FUNDS

SIGNIFICANT DATES

TIME FRAMES

Solicitation for Proposal Release	May 18, 1998
Intent to Submit Application (optional)	May 26, 1998
Bidders' Conferences	June 2, - June 11, 1998
Proposal Submission Deadline	July 17, 1998, 5:00 p.m.
Evaluation and Scoring	July 20-31, 1998
Site Visits	August 10-14, 1998
Award Announcements.....	August 31, 1998
Contracts Finalized	September 25, 1998

WELFARE-TO-WORK SOLICITATION FOR PROPOSAL

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CALIFORNIA'S WELFARE-TO-WORK SOLICITATION REQUEST FOR PROPOSALS

I. OVERVIEW

A. Introduction

The Department of Labor (DOL) issued the Welfare-to-Work (WtW) Interim Final Rule, November 18, 1997, which implemented the WtW grant provisions. The regulations not only provide for the Governor to establish a formula to distribute 85 percent of the State allotment to the Service Delivery Areas (SDA), but includes under section 645.410 the proviso that "of the funds allocated to the State, up to 15 percent of the funds may be retained at the State level to fund projects that appear likely to help long-term recipients of assistance enter unsubsidized employment."

The State of California's WtW formula grant plan states that 15 percent WtW grant funds will be available, on a competitive basis, to State and local entities. The use of these funds must be coordinated with available resources from programs and entities such as SDAs/Private Industry Councils (PIC), County Welfare Departments (CWD), Child Care and Development Block Grant programs, One-Stop Career Center systems, private sector employers, job creation investment funds, labor organizations, business and trade associations, vocational rehabilitation and other educational agencies, housing agencies, community development corporations, transportation agencies, community based and faith-based organizations, disability community organizations, community action agencies, colleges and universities, tribes and tribal organizations, and other sources that may provide assistance to the WtW targeted individuals.

A Solicitation for Proposal (SFP) process is being used to make available the 15 percent WtW grant funds to private, non-profit organizations, for profit organizations, and public entities. Applicants are encouraged to develop and implement innovative approaches that enhance a community's ability to move eligible individuals into self-sustaining employment; create upward mobility paths; and higher earning potential for WtW grant participants. Proposed programs must be coordinated with local workforce preparation and welfare reform partners. Applicants are further encouraged to develop linkages with business, economic development practitioners and supportive service agencies. Approximately \$23,000,000 will be available with the signing of the 1998-99 State Budget and approval by the DOL of California's State WtW grant plan.

This SFP includes all of the information and forms needed to apply for a 15 percent WtW grant and describes the conditions under which applications will be received, reviewed, and funded.

B. Background

In 1996, Congress enacted House of Representatives (H.R.) 3734, the Personal Responsibility and Work Opportunity Reconciliation Act, that consolidated the Aid to Families with Dependent Children (AFDC), Emergency Assistance, and Job Opportunities and Basic Skills programs into the Temporary Assistance to Needy

Families (TANF) program. California then passed Assembly Bill (AB) 1542 which enacted the California Work Opportunity and Responsibility to Kids (CalWORKs) program, which implemented the federal TANF program in California which began January 1, 1998. The CWDs were required to develop local plans for the CalWORKs programs in consultation with local workforce preparation entities. The CalWORKs provides counties maximum flexibility in designing and implementing their TANF programs to meet local needs.

In August 1997, President Clinton signed H.R. 2015, the federal Balanced Budget Act of 1997. The H.R. 2015 supplements TANF with an additional \$3 billion to states and creates the WtW grant program for hard-to-employ TANF recipients (\$1.5 billion in each of Federal Fiscal Years 1998 and 1999). As a result of this legislation, the DOL issued an Interim Final Rule dated November 18, 1997, which implemented the WtW grant provisions of Title IV, Part A, of the Social Security Act as amended by the recent enactment of the Balanced Budget Act of 1997.

The WtW grant program requires that the Governor allocate at least 85 percent of the State's federal formula WtW grant funds to the SDAs for local programs. Additionally, the Governor can withhold up to 15 percent of the State's WtW grant funds for special projects to assist hard-to-employ welfare recipients in obtaining unsubsidized employment (See Interim Final Rule found in Code of Federal Regulations (CFR) Sections 645.200, 645.210, 645.211, 645.220, and 645.410). Each project will be required to meet the targeting provisions as described in sections 20 CFR 645.211-645.213. These provisions dictate that a minimum of 70 percent of the funds in each WtW grant must be used to serve eligible hard-to-employ individuals as described in Sec. 645.212. Furthermore, no more than 30 percent of the funds in each grant may be used to serve individuals with characteristics predictive of long-term welfare dependence, as described in Sec. 645.213. By federal law, California must obligate the Governor's 15 percent WtW grant funds no later than September 30, 1998.

In March 1998, the California Legislature passed AB 382 which enacts provisions implementing the formula WtW grant program in California. The AB 382 states that the Governor shall distribute the 15 percent funds to state and local projects that will assist in moving eligible participants into unsubsidized employment.

The bill requires that:

- proposals submitted for state and local projects shall include comments by the local private industry council and the county welfare department;
- priority be given to proposals serving rural areas; and
- payment of these funds shall be contingent upon performance outcomes.

It is anticipated that the 15 percent WtW grant program will serve as yet another resource for federal, state and local partnerships to use when addressing the unmet employment needs of welfare recipients.

The Employment Development Department (EDD) was designated by the Governor as the State agency responsible for the administration of California's formula WtW grant program. The Job Training Partnership Division (JTPD) within EDD will review and negotiate grant proposals; grant funds; review programs; and provide technical assistance when needed.

C. State Plan

The California State Plan for the formula WtW grant was submitted to the DOL to provide the parameters for how WtW 15 percent grant funds will be administered in the State of California. This SFP was developed to incorporate these guidelines. The WtW plan states:

"The state will distribute the 15 percent funds on an application or request for proposal basis to projects that will help long-term recipients of assistance enter unsubsidized jobs. In the future, special consideration will be given to programs that take into account the needs of rural areas, leverage resources, and demonstrate a coordinated approach to services. The Governor may give consideration to statewide projects, local employment-related programs, and innovative new programs for job creation. Applications for state and local projects through this funding must be provided to the PIC and the CWD for review and comments. These projects will be operated in accordance with the regulatory provisions applicable to the 85 percent funds and are subject to the 70/30 percent targeting provisions of the WtW program."

II. ELIGIBILITY AND FUNDING

A. Who Can Apply

Eligible applicants include but are not limited to:

- Private Industry Councils
- Service Delivery Areas
- One-Stop Career Centers
- County Welfare Departments
- City/County Departments
- Housing Agencies
- Transportation Agencies
- Colleges and Universities
- Native American Tribes/Organizations
- Community Development Corporations
- Community-based Organizations
- Community Action Agencies
- Faith-based Organizations
- Charitable Organizations
- Disability Community Organizations
- Foundations
- Labor Organizations
- Business & Trade Associations
- Private Sector Employers

Individuals are not eligible to apply.

B. Funding Availability

The State of California, through the EDD's JTPD, is making available approximately \$23,000,000 to fund exemplary projects which will assist California in moving hard-to-employ recipients of TANF into lasting unsubsidized jobs. The State anticipates funding 20-25 WtW grant applications. These grants will be expected to demonstrate effective work first strategies through partnerships with local employment and training efforts. This funding will be available when the 1998-99 State Budget is signed, and the State's WtW Plan has been approved by the DOL.

C. Project Funding

Projects are expected to begin by September 30, 1998. All payments will be reimbursed based on performance. However, funding may be made available for the immediate cash needs of program start-up. Final awards will be contingent on the number of applications received and final award amounts negotiated. Approved project funding will be distributed through EDD's subgrant agreement process.

It is expected that the planned performance period for most projects will be between 18-24 months. Grant funds will not be available for longer than a two-year expenditure period. No obligation or commitment of funds will be allowed beyond the grant period of performance. Any grant funds not spent during the contract period will be returned to the State.

D. Performance

The stated goals for California's initial WtW grant program for the first year of operation include:

- placing at least 45 percent of WtW grant program clients in unsubsidized employment;
- at least 70 percent of the participants placed into unsubsidized employment should be employed six months after placement; and
- the average wage at six-month follow-up should increase by 10 percent over the average wage at placement for participants who remain employed for six months.

These goals are based in part on the State's historical experience in serving Job Training Partnership Act (JTPA) participants with similar characteristics to the target group for the WtW grant program. These goals are initial targets based on limited data. The State understands that the participant population and the program design for WtW grants are different than those under the JTPA and will necessitate flexibility in determining individual project performance goals. The State will continue to refine its goals as the WtW grant program progresses and tracking systems are developed. Initial goals will be used as benchmarks to assist the state in providing technical assistance. Goals may be modified when the DOL releases guidance to clarify over-all WtW grant program goals and outcomes. The State recognizes that individual program

performance goals may differ somewhat from those in the WtW State Plan due to innovation. This may be especially true for projects not directly resulting in employment outcomes. Applicants must describe what their outcome goals will be in regard to their specific program. If project goals differ from the stated three State goals, the applicant should explain what their individual program goals are and how they were determined. Payments of WtW grant funds will be contingent upon achieving the proposed performance outcomes.

III. GRANT INFORMATION

A. General Requirements

As the fiscal agent for California's DOL WtW grant program, EDD must ensure that WtW subgrantees comply with all state and federal statutory and regulatory requirements pertaining to the implementation of the 15 percent WtW grant funds. Funded grantees must comply with all regulations, directives, policies, procedures and amendments issued pursuant to the WtW grant program. For complete general contractual requirements, please refer to "General Provisions", Attachment B.

B. Minimum Requirements

The following must be included with the application at the time of submission to the State for review:

- five copies of the application must be submitted with one original with original signatures;
- all application and budget forms must be completed;
- the project must propose to serve eligible participants through allowable activities as described in the Interim Rule;
- the project must demonstrate coordination with the State or local CalWORKs plan, the state or local formula WtW grant plan, and other welfare reform plans;
- the application must include comments from each PIC and CWD for the area(s) in which the project is planned; and
- the operating entity must demonstrate the ability to accept fiscal liability for grant funds (Office of Management and Budget Circular A-110 and 29 CFR Part 95 and 97).

Applications must be provided to the appropriate PIC(s) and CWD(s) for their review and comment prior to the application's submittal. In the case of statewide applications, the state will provide copies to the California Workforce Association and the County Welfare Director's Association for review and comment upon submittal. Comments must be included from each PIC/CWD that has jurisdiction over the project area. For example, a project that will cover several PICs located within Los Angeles County, must include comments from each PIC who has jurisdiction over the project area, and the Los Angeles County Welfare Department. Projects should complement the WtW formula grant program activity, the CalWORKs plan, as well as other WtW efforts. If the

proposer is unable to obtain the comments, they will be required to include information describing the efforts, which were undertaken to consult with these entities, and that sufficient opportunity was provided to them for review and comment, prior to the project being submitted to EDD. Sufficient opportunity for the PIC/CWD review and comment shall mean at least 15 calendar days. Partnerships/organizations submitting projects which do not include comments from local PIC(s) and CWD(s) or provide evidence that the PIC/CWD were given sufficient opportunity will be deemed ineligible.

Proposal forms and instructions are included in Section V Proposal Forms and Instructions, of this SFP. Agency heads or their designees must sign all proposals. The application must include evidence that the agency has the ability to track and report progress of the stated outcomes.

C. Constraints

Funds may not be used to:

- support activities which would be provided in the absence of these funds;
- cover costs which are not appropriate and reasonable for the operation of the grant;
- acquire equipment which is not necessary for the operation of the grant; or
- reimburse project-related costs incurred prior to the effective date of the grant award.

Administrative costs associated with these grants will be limited to 13 percent. The WtW Grants Interim Rule adopts the JTPA definition of the term “administrative costs.” The JTPA definition states that administrative costs include all direct and indirect costs (including the salaries and fringe benefits of project directors, program analysts, supervisors, and other administrative positions), including those of subrecipients and contractors, necessary to effectively administer the program. The WtW Interim Final regulations incorporate an exception that specifically excludes from the administrative cost category the cost of computer hardware and software that is used for tracking and monitoring under a WtW grant. Only the cost of the computer hardware and software is excluded, not the salaries and wages of the staff who use the computers.

D. Reporting/Monitoring/Closeouts

The federal government has not released specific reporting requirements. As such, the format and instructions regarding reporting, and the submission of these reports, will be provided upon award of funding. The EDD will require a standardized reporting system to be used by all service providers and will provide the technical support to establish connectivity to the EDD Job Training Automation (JTA) system, which will be utilized for all reporting. Pursuant to 20 CFR 645.235(c) (3), the costs of any informational technology (computer hardware and software) needed for tracking or monitoring under a WtW grant may be charged to the program activity.

1. Reporting

Applicants selected as grantees will be required to provide the following reports:

- Financial Reporting: All financial reporting must comply with reporting requirements developed by the DOL.
- Participant Reporting: The Department of Health and Human Services (DHHS) will issue participant reporting instructions covering the entire WtW grant program. Participant reports will be submitted in accordance with those reporting instructions.

At a minimum, grantees will be required to submit:

- quarterly expenditure and participant reports;
- monthly activity reports;
- financial and performance reports at the end of the grant period (close-out); and
- data required for evaluation purposes.

2. Monitoring

The EDD's responsibilities include ensuring effective implementation of each 15 percent WtW grant project in accordance with the state and federal law, the regulations, the provisions of this announcement and the negotiated grant agreement. Applicants should assume that EDD staff would conduct at least two on-site project reviews. These reviews will focus on the project's performance in meeting the grant's programmatic goals and participant outcomes, complying with the participant eligibility requirements; expenditure of grant funds on allowable activities; integration with other resources and service providers in the local area; and the methods for assessment of the responsiveness and effectiveness of the services being provided. Program managers will be made available to assist program operators in establishing effective management systems, and facilitating the monitoring process.

3. Close-out

Closeout of the project occurs when the operational date of the project expires. Closeout reports will be due 45 days after the expiration of the project. The closeout report consists of the submission of a Closeout Status of Cash Report, Closeout Summary of Expenditures Report, and Final Participant Report. Detailed instructions and reporting forms will be provided within 45 days of the expiration of the project to ensure timely reporting.

E. Proposal Review And Grant Award Process

The JTPD staff will conduct the Minimum Requirements review. Proposals that meet the minimum requirements will be forwarded for evaluation and scoring to peer review teams consisting of representatives of organizations involved in the delivery, design, or oversight of workforce preparation programs. These organizations include federal, state and local government, the private sector, and community based organizations. Partnerships submitting the most competitive grant proposals will be subject to a site visit for the purpose of validating information submitted by the applicant. Upon completion of this grant review process, recommendations for funding will be forwarded to the Governor's Office for award announcements. Subgrant agreements will be prepared to include the General Provisions in Attachment B.

F. Evaluation

The criteria and the weights assigned to each, which will apply to the review of all applications submitted in response to this announcement, are described below. Specific instructions are included in the Narrative section of Section V, Application Forms And Instructions.

- **Unmet Needs—25 points**

Up to 25 points will be awarded to proposals, which address areas of unmet need. This may include programs which address the needs of rural areas, assistance to specific subgroups of the eligible population such as non-custodial parents; assist CWDs in meeting work participation requirements for adults in two-parent families; and/or serve eligible populations with special barriers, such as farm workers, the homeless, non-English speaking participants, public housing residents and substance abusers. Proposals should demonstrate how they would fill gaps/areas of unmet need for CalWORKs clients. This will require coordinating efforts with the CWD/PIC(s) in determining needs that are not being addressed under WtW formula allocation funds. Consideration will also be given to areas with large concentrations of poverty, long-term welfare dependence, and the lack of employment opportunities in the project service area.

- **Proposed Strategies—25 points**

Up to 25 points will be awarded to proposals which incorporate innovative strategies for moving welfare recipients into lasting unsubsidized employment leading to economic self-sufficiency. These strategies can include, but are not limited to: use of intermediary employers to hire and place welfare clients; development of responsive transportation and/or child care service systems to support this population; integrated work and learning strategies to develop skills; creation of job opportunities that allow for self-sufficiency; involvement of employers in the design of service strategies and implementation of the project; focus on family-based assistance that is integrated with children systems; activities to help hard-to-employ

welfare recipients access nontraditional occupations; and strategies that reflect effective integration with both the workforce development and welfare systems.

- **Local Collaboration and Sustainability—25 points**

Up to 25 points will be awarded based on the extent and quality of local partnerships and the level of contribution these partners will make to the project. This includes the extent to which the project is coordinated with the formula WtW grant program and CalWORKs activities, and supported by the PIC and local CWD; the commitment and integration of other community resources including agencies involved in welfare reform, career centers and economic development activities; employers, supportive service agencies and foundations; and the extent to which the community and/or the local area has developed plans and commitments to maintain and expand the capacity to serve the target population with local resources over a sustained period of time.

- **Outcomes—15 points**

Up to 15 points will be awarded based on the quality of the proposed performance outcomes and the likelihood that these outcomes will be achieved. All payments will be tied to meeting performance goals. Proposals will be evaluated based on their employment, earnings and retention outcomes or the performance goals or outcomes provided; the extent to which the proposed plan of services responds to identified needs; the barriers faced by proposed participants; the conditions in the local area; and the likelihood that the proposed service plan will result in the proposed outcomes. Proposals will also be evaluated based on the demonstrated Cost/Benefit Ratio.

- **Demonstrated Capability—10 points**

Up to 10 points will be awarded based on the extent to which the applicant can demonstrate a history of success in serving a comparable target group, the ability to accept fiscal liability for grant funds; ability to track and report progress of the stated outcomes and demonstration of the applicants ability to immediately implement the proposed program.

G. Selection

Final awards will be based on the overall quality of the proposal and readiness of the applicant to implement the proposed plan. The purpose of these funds is to provide transitional assistance to hard-to-employ welfare recipients in order that they may obtain unsubsidized employment and attain economic self-sufficiency. Therefore, proposals will be scored on the basis of the proposal's contribution to the State's effort to bring about welfare reform.

H. Rejection of Application

An application shall be rejected prior to scoring if it:

- is received at any time after the exact time and date set for receipt of proposals;
- is incomplete or fails to meet the SFP specifications;
- does not include a Proposal Summary Form signed by the authorized representative;
- is not prepared in the format described; or
- contains false or misleading statements or references which do not support an attribute or condition contended by the applicant. The application shall be rejected if, in the opinion of the State, such information was intended to erroneously mislead the State in its evaluation of the application.

Should a proposal be disqualified for not meeting the minimum criteria, an appeal may not be filed if the disqualification is based on receiving the proposal after the exact time and date set for receipt of proposals. Final funding decisions cannot be appealed. See Appeal Process in Attachment D of this SFP.

IV. HOW TO APPLY

A. Bidders' Conferences:

A total of six bidders' conferences will be held to assist local efforts in the development of competitive 15 percent WtW grant proposals. Sessions are scheduled in central California, the San Francisco Bay Area, the Los Angeles area, and San Diego. Any qualified entity that anticipates submitting a proposal is urged to attend one of these sessions. Additional bidders' conferences may be scheduled based on the responses received from the INTENT TO SUBMIT PROPOSAL form (FWB98-6A). Attendees will receive an overview of the SFP and will have an opportunity to ask questions relating to the SFP document and process. Questions should be faxed to the EDD Welfare to Work Coordination Unit at (916) 653-2467 by close of business, Tuesday, **May 26, 1998**. Questions may also be asked at the bidders' conferences. The bidders' conferences are scheduled to begin at 9:00 a.m. and end at 12:00 p.m.

Following each bidder's conference, a general grant writing assistance workshop will be conducted from 1:00 to 3:00 p.m.

Dates and locations are listed below. To participate, pre-register by close of business, **May 26, 1998**. When you pre-register, indicate whether you will also be attending the grant writing assistance workshop. Fax addresses, telephone and fax numbers, of those planning to participate to (916) 653-2467. Registration will not be confirmed.

<p>June 2, 1998</p> <p>Piccadilly Inn Airport 5115 East McKinley Fresno, CA 93727 (209) 251-6000</p>	<p>June 3, 1998</p> <p>Park Plaza Hotel 150 Hegenberger Road Oakland, CA 94621 (510) 635-5300</p>	<p>June 4, 1998</p> <p>Clarion Hotel 700 '16'th Street Sacramento, CA 95814 (916) 444-8000</p>
<p>June 9, 1998</p> <p>Hanalei Hotel 2270 Hotel Circle North San Diego, CA 92018 (619) 297-1101</p>	<p>June 10, 1998</p> <p>Holiday Inn Select 17941 Von Karman Irvine, CA 92614 (714) 863-1999</p>	<p>June 11, 1998</p> <p>Shilo Inn & Hilltop Suites 3101 Temple Pomona, CA 91768 (909) 598-7666</p>

B. Notice of Intent

If you intend to submit a proposal, please complete the NOTICE OF INTENT TO SUBMIT A PROPOSAL AND REQUEST FOR ELECTRONIC PROPOSAL FORM, (FWB98-6A) and return no later than **May 26, 1998**. The completion of this form will not obligate your organization to submit a proposal and failure to submit the form will not disqualify your organization from applying. The submission of this intent form will provide JTPD staff with information necessary to schedule possible additional bidders' conferences and adequately prepare for the evaluation and scoring process.

The Forms and Instructions Supplement is available in electronic format. You can download the forms at <http://www.edd.cahwnet.gov/wtowform.htm>, e-mail a request for forms to JTPDLIB@edd.ca.gov (put "Welfare Grant" in subject line) or submit the Request for Electronic Proposal Form (FWB98-6A) via fax or mail to request a diskette.

C. Proposal Deadline

The deadline for receipt of proposals is **5:00 p.m. Friday, July 17, 1998**, to the addresses listed below (Section D. Where to Apply). A postmark is not relevant to satisfying the deadline and any proposal mailed, must be received by the EDD Contract Services Group, regardless of when it was postmarked, by 5:00 p.m., Friday July 17, 1998. There is no appeal for not meeting the closing date as specified.

Up to the closing date, the EDD Contract Services Group will accept hand-delivered and courier delivered proposals between 8:00 a.m. and 5:00 p.m. daily, excluding Saturdays, Sundays and state holidays.

LATE PROPOSALS WILL NOT BE ACCEPTED.

D. Where to Apply

Hand Delivered Proposals

Employment Development Department
Contract Services Group
ATTN: Welfare-to-Work
722 Capitol Mall, Room W2099
Sacramento, CA 95814

Mail Delivery

Employment Development Department
Contract Services Group
ATTN: Welfare-to-Work
P. O. Box 826880, MIC 62-C
Sacramento, CA 94280-0001

Courier Service/Overnight Mail

Employment Development Department
Contract Services Group
ATTN: Welfare-to-Work
800 Capitol Mall, MIC 62-C
Sacramento, CA 95814

Due to the need for original signatures, proposals may not be faxed, or electronically transmitted.

For further information and clarification, please contact:

Employment Development Department
Job Training Partnership Division,
Welfare to Work Coordination Unit
800 Capitol Mall, MIC 69-1
Sacramento, CA 95814

Fax: (916) 653-2467

Web site: <http://www.edd.ca.gov/emptran.htm>

E-mail: JTPDLIB@edd.ca.gov

The subject line should read: "Welfare Grant"

SOLICITATION FOR PROPOSALS (SFP)

GOVERNOR'S WELFARE-TO-WORK
15% SPECIAL PROJECT FUNDS

INSTRUCTIONS AND FORMS SUPPLEMENT

Welfare-to-Work SFP Instructions

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Welfare-to-Work Solicitation for Proposal

GENERAL PLANNING INSTRUCTIONS

Introduction

A Solicitation for Proposal (SFP) process is being used to make available the 15 percent WtW grant funds to private, non-profit organizations, for profit organizations, and public entities. Applicants are encouraged to develop and implement innovative approaches that enhance a community's ability to move eligible individuals into self-sustaining employment; create upward mobility paths; and higher earning potential for WtW grant program participants. Proposed programs must be coordinated with local workforce preparation and welfare reform partners. Applicants are further encouraged to develop linkages with business, economic development practitioners and supportive service agencies. Approximately \$23,000,000 will be available with the signing of the 1998-99 State Budget and approval by the DOL of California's State Welfare-to-Work plan.

General Information

The application shall be submitted in the format described below. The narrative shall not exceed 15 pages. Attachments are limited to 10 pages. General letters of support should not be submitted and will count against the page limits. Attachments may include letters of commitment to hire or participate in the WtW grant program from employers. Budget pages included with the application are not considered attachments.

Format Requirements:

One original, with original signatures, and five (5) copies of the signed proposal.

- An electronic copy of the proposal on diskette is required and must be included with the paper copies. Files on the diskette must be:
 - ◆ Clearly labeled and formatted as either IBM or Macintosh-based; and
 - ◆ In Microsoft Word and/or Excel for narrative and tables.
 - ◆ The Forms and Instructions Supplement can be downloaded from www.edd.cahwnet.gov/wtowform.htm.
- The proposal must be:
 - ◆ In 12 point font size or larger;
 - ◆ Single spaced;
 - ◆ Single sided;
 - ◆ Pages numbered sequentially; and
 - ◆ Single staple or clipped (**no binding**).
- The proposal must include the following forms in the specified order and completed in accordance with the instructions provided in Section IV. APPLICATION FORMS AND INSTRUCTIONS AND FORMS SUPPLEMENT:
 - ◆ Table of Contents;

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- ◆ Proposal Summary Form;
- ◆ Narrative—**limited to 15 pages**;
- ◆ Planned Quarterly Expenditures;
- ◆ Project Line Item Budget;
- ◆ Planned Leverage/Match;
- ◆ Service Plan Matrix;
- ◆ Planned Quarterly Participants;
- ◆ Performance Goals Worksheet;
- ◆ Private Industry Council(s) Review and Comments;
- ◆ County Welfare Department(s) Review and Comments;
- ◆ Statewide projects review by the CWA and CWDA;
- ◆ Recycled Content Certification;
- ◆ Certification Regarding Year 2000 Compliance;
- ◆ Secretary of State Corporation Certification (if applicable); and
- ◆ Attachments—**limited to 10 pages**.

Notice of Intent to Submit A Proposal and Request for Electronic Proposal Form

If you intend to submit a proposal for the Welfare-to-Work 15 percent grant funds, please complete the Notice of Intent to Submit A Proposal (FWB98-6A) and return this form by **May 26, 1998**. This will not obligate your organization in any way and failure to submit will not disqualify you from applying.

The Forms and Instructions Supplement is available in electronic format. You can download the forms at <http://www.edd.ca.gov/wtowform.htm>, e-mail a request for forms to JTPDLIB@edd.ca.gov, or submit the Request for Electronic Proposal Form (FWB98-6A) via fax or mail to request a diskette.

Table of Contents

Complete the WtW SFP Table of Contents. Number the page for each required item.

PART I —PROPOSAL SUMMARY FORM

Part I — Section A: Applicant Information

Include the following in the corresponding boxes:

- Legal name of organization applying for funds;
- Current address where mail may be sent;
- State employer tax number;
- Applicant contact—name of person who may be called if there is a question concerning the application;
- Telephone number, fax number, and e-mail of the applicant contact; and

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- Type of Organization—check the box next to the category of organization that best describes your organization, if another category is appropriate please describe it on the “Other” line.

Part I — Section B: Proposed Project

Place the following information on the appropriate line:

- Amount of funds requested with this application;
- Amount of proposed leveraged funds for this project;
- Amount of proposed matching funds for this project;
- Number of proposed participants to be served as a result of this project; and
- The proposed beginning and ending dates of this project.

Note: definitions for leveraged and matching funds are included in the Glossary Attachment A.

Part I — Section C: Review Process

Check the yes or no boxes if certifications/comments are attached for the PICs and CWDs involved in the proposed service area.

Part I — Section D: Project Summary

- **Briefly** describe the proposed project in 100 words or less.
- Type the name, title, and telephone number of the person authorized to submit the application.
- The person authorized to submit the application must sign and date the Project Summary.

PART II — NARRATIVE

Part II — Section A: Unmet Need

In this section you should identify the target group your proposal would address; explain the current gaps in the capacity of the local infrastructure to address the employment barriers of this population and demonstrate how this proposal will fill those gaps. You should identify whether you are in a rural area as defined in the glossary (Appendix A). Include the number and percent of the population in your proposed service area that has income below the poverty level; has received welfare assistance for 30 months or more; and the unemployment rate. You should also describe the extent to which your proposal will assist the CWD(s) in meeting work participation requirements for adults in two-parent families strategies and any service to non-custodial parents.

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Part II — Section B: Project Strategies

In this section you should describe the strategy which will be used to assist the target population transition into unsubsidized employment and to attain self-sufficiency. This should include a description of the proposed post-employment services and how these services will assure continued employment and job advancement of participants. You should include the description of how employers will be involved in the design of service strategies and implementation of the project. Letters of commitment from those employers should be attached to the proposal. Describe any proposed strategies to integrate work and learning which will be used to develop skills of participants and any job creation efforts that will provide jobs that are adequate for self-sufficiency. This section should also include any strategies that will be used to provide family-based assistance; help eligible hard to serve welfare recipients access nontraditional occupations; and/or provide responsive transportation and/or child care services. Please note that any supportive services, such as transportation or childcare assistance, must include a description of why those services are not otherwise available.

Part II — Section C: Local Collaboration and Sustainability

In this section you should describe the extent and quality of local collaboration and any resources which will be directed to service sustainability beyond the life of project funding. You should identify any partners who commit matching and/or leveraged funds to the project. Please be sure to include a letter from those partners detailing this commitment as an attachment to this proposal. Describe any plans and/or commitments to serve the target population with local resources beyond the contract agreement. Describe any joint planning, policy development, and linkages with the local PIC, CWD, One-Stop Career Center, employers, supportive service agencies, and economic development agencies. Describe the process that will be used to document eligibility of the participants and the role that CWDs and/or PICs will play in this process.

Part II — Section D: Outcomes

In this section you should describe proposed outcomes of your project and how those outcomes were derived. If your project includes employment, retention and earning goals, include those goals and discuss how your outcomes were derived. You should also describe any other performance outcomes that you wish to have considered. Should the project not be directly tied to employment outcomes, please describe what performance measures should be used and how these measures were derived. You should also describe the likelihood that the proposed project will result in the proposed outcomes. You must also describe how you propose that contract reimbursement be tied to these performance outcomes and at what intervals. Finally, please describe why you believe that the proposal demonstrates a reasonable cost/benefit ratio.

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Part II — Section E: Demonstrated Capability

In this section you should describe your ability to accept fiscal liability for federal grant funds and your ability to track and report the progress of your stated outcomes. This should include a description of the system you have in place to safeguard these funds. Also, describe your experience in serving a comparable target group and your readiness to implement the proposed project if funded.

PART III — ACTIVITIES

Part III --- Section A: Service Plan Matrix

Competitive Grant, WtW Formula and CWD funds columns, indicate the percent of the total estimated cost of providing the service to the targeted participants for the project which is being paid for by that funding source.

Other Resources column, identify other entities which are contributing resources or capabilities to provide the service. The following codes should be used to identify the other resources:

- | | |
|------------------------------|--|
| 1. JTPA | 4. Federal/State/local Education Funds |
| 2. Employer | 5. Other Federal Grant Funded Programs |
| 3. Public Employment Service | 6. State/Local Transportation Funds |

If you have resources that are not represented by any of the above codes, please add the description to the Resource Code Legend on the Service Plan Matrix (FWB98-6D).

PART IV — COORDINATION

Part IV — Section A: Private Industry Council Review and Comment

Please have the local Private Industry Council (PIC) review the proposal, provide comments and sign the form. If you have more than one PIC in your project area, you must include a form for each PIC. The PIC may attach additional pages as needed. The additional pages will not count against the maximum number of attachments allowed.

Part IV — Section B: County Welfare Department Review and Comment

Please have the local County Welfare Department (CWD) review the proposal, provide comments and sign the form. If you have more than one CWD in your project area, you must include a form for each CWD. The CWD may attach additional pages as needed. The additional pages will not count against the maximum number of attachments allowed.

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Part IV — Section C: Planned Leverage/Match

List the source and amount of those funds that will be used as leverage and/or match with the grant funds in the appropriate chart. The leverage and/or matching funds may include both monetary contributions and in-kind contributions to the proposed activity. Indicate the type of leverage and/or match (cash and/or in-kind).

Attach documentation of each leverage/match source which demonstrates that the funds or in-kind contribution has been committed. Documents must include a letter, resolution, or other evidence, of commitment or award from contributing source; and the dollar amount of the contribution or value of in-kind contribution.

PART V — PERFORMANCE

Part V — Section A: Performance Goals Worksheet

Complete the Performance Goals Worksheet to describe your planned performance goals for placements, job retention, and weekly average wage for the WtW Grant Program and how these goals were derived. The Benchmarks section should describe performance goals by year. Use the blank spaces to describe any performance goals unique to your project.

PART VI — EXPENDITURE AND PARTICIPANT PLANNING

Part VI — Section A: Planned Quarterly Expenditures

Total Expenditures — Complete the total expenditures; administration expenditures; and program expenditure boxes for each quarter.

Cost Category — Indicate the planned amount of expenditures each quarter by cost category. The amounts in each column or quarter, should add to the appropriate administration expense or program expense and then to the total expenditure lines.

Part VI — Section B: Project Line Item Budget

Indicate the amount of planned expenditures by expense item and cost category. Be sure to include the total. The total of the Administration column, the Program column, and the Total column should be the same as the amounts requested.

Part VI — Section C: Planned Quarterly Participants

Estimate the total number of participants to be served; the number of participants to be terminated; and the number of participants that will enter unsubsidized employment for each quarter of the program.

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Estimate the number of participants to be served in each of the listed activities by quarter. The number of enrollments in each column should equal the total participants in each column.

Numbers should be cumulative.

PART VII — CERTIFICATIONS AND ASSURANCES

Part VII — Section A: Recycled Content Certification

Please complete and sign the Recycled Content Certification form.

Part VII — Section B: Year 2000 Compliance Certification

Please complete and sign the Year 2000 Compliance Certification.

Part VII — Section C: Secretary of State

Please include a copy of the State of California, Secretary of State, Certificate of Status Domestic Corporation form for your entity. This form certifies in part that:

- The date the entity became incorporated under the laws of the State of California;
- The corporation has not been dissolved, nor merged or consolidated that would have terminated its existence;
- The corporation is in good legal standing in the State of California; and
- Must be signed by the Secretary of State, Bill Jones.

**SOLICITATION FOR PROPOSALS
GOVERNOR'S WELFARE-TO-WORK
15% SPECIAL PROJECT FUNDS
FORMS SUPPLEMENT**

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NOTICE OF INTENT TO SUBMIT A PROPOSAL AND REQUEST FOR ELECTRONIC PROPOSAL FORM

If you intend to submit a proposal for the Welfare-to-Work 15 percent grant funds, please complete the information below and return this form by **May 26, 1998**. This will not obligate your organization in any way and failure to submit will not disqualify you from applying.

The Forms and Instructions Supplement is available in electronic format. You can download the forms at <http://www.edd.cahwnet.gov/wtwform.htm>, e-mail a request for forms to JTPDLIB@edd.ca.gov, or submit the Request for Electronic Proposal Form (FWB98-6A) via fax or mail to request a diskette.

If you would like to receive proposal forms on a diskette, please submit this form to:

Employment Development Department
Job Training Partnership Division
Attn: Don Migge
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001
Fax: (916) 653-2467

Applicant:		Contact Person:	
Address:		Telephone:	
		Fax:	
		E-Mail:	
Electronic Forms Request <input type="checkbox"/> E-Mail <input type="checkbox"/> Diskette <input type="checkbox"/> Software <input type="checkbox"/>			
Type of Organization:			
<input type="checkbox"/> Private Industry Council		<input type="checkbox"/> Housing Agency	
<input type="checkbox"/> County		<input type="checkbox"/> Community Development Corporation	
<input type="checkbox"/> City		<input type="checkbox"/> Transportation Agency	
<input type="checkbox"/> One Stop System		<input type="checkbox"/> Community Based Organization	
<input type="checkbox"/> Private Sector Employer		<input type="checkbox"/> Faith Based Organization	
<input type="checkbox"/> Native American Tribe/Organization		<input type="checkbox"/> Disability Community Organization	
<input type="checkbox"/> Labor Organization		<input type="checkbox"/> Community Action Agency	
<input type="checkbox"/> Business & Trade Association		<input type="checkbox"/> College and/or University	
<input type="checkbox"/> Education Agency		<input type="checkbox"/> Other _____	

NOTE: Please do not mail an original if you have faxed us a copy. Thank you.

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Applicant Name		Date:	
			Page
Cover Pages	Table of Contents		
Part I	Summary		
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Sec. C	Local Collaboration and Sustainability		
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Part IV	Performance		
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Part V	Expenditure and Participant Planning		
Sec. A	Planned Quarterly Expenditures		
Sec. B	Project Line Item Budget		
Sec. C	Planned Quarterly Participants		
Part VI	Certifications and Assurances		
Sec. A	Recycled Content Certification		
Sec. B	Year 2000 Compliance		
Sec. C	Secretary of State Certificate of Status		

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PROPOSAL SUMMARY FORM

A. Applicant Information			
Legal Name:			
Address:		Applicant Contact:	
		Telephone:	
		Fax:	
		E-Mail	
State Employer Tax Number			
Type of Organization:			
<input type="checkbox"/>	Private Industry Council	<input type="checkbox"/>	Housing Agency
<input type="checkbox"/>	County	<input type="checkbox"/>	Community Development Corporation
<input type="checkbox"/>	City	<input type="checkbox"/>	Transportation Agency
<input type="checkbox"/>	One Stop System	<input type="checkbox"/>	Community Based Organization
<input type="checkbox"/>	Private Sector Employer	<input type="checkbox"/>	Faith Based Organization
<input type="checkbox"/>	Native American Tribe/Organization	<input type="checkbox"/>	Disability Community Organization
<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>	Community Action Agency
<input type="checkbox"/>	Business & Trade Association	<input type="checkbox"/>	College and/or University
<input type="checkbox"/>	Education Agency	<input type="checkbox"/>	Other _____
B. Proposed Project			
Funds Requested	\$	_____	
Leveraged Amount	\$	_____	
Matching Funds	\$	_____	
Number of Participants to be Served		_____	
Project Beginning and Ending Dates		_____ to _____	

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Applicant Name											
C. Review Process: <table style="width: 100%; margin-top: 10px;"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>PIC Comments Attached</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>CWD Comments Attached</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>				Yes	No	PIC Comments Attached	<input type="checkbox"/>	<input type="checkbox"/>	CWD Comments Attached	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No									
PIC Comments Attached	<input type="checkbox"/>	<input type="checkbox"/>									
CWD Comments Attached	<input type="checkbox"/>	<input type="checkbox"/>									
D. Project Summary:											
<p>To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the Governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.</p>											
Typed Name of Authorized Representative	Title	Telephone Number									
Signature	Date										

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SERVICE PLAN MATRIX

Applicant Name				
Type of Service	Competitive Funds	WtW Formula Funds	CWD Funds	Other Resources
Job Readiness & Placement				
Outreach & Recruitment				
Assessment & Service Planning.				
Job/Career Counseling				
Job Search Skills				
Job Development & Placement				
Relocation Assistance				
Entrepreneurial				
Other				
Post-Employment Training				
Literacy/ESL/Remediation				
Classroom Vocational/Occupational				
Other				
Employment Activities				
Community Service				
Work Experience				
Subsidized Employment-Public				
Subsidized Employment-Private				
On-the-Job Training				
Other				

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Applicant Name				
Support/Job Retention Services				
Transportation				
Child Care				
Personal Counseling				
Mentoring				
Case Management				
Income Support				
Other (identify)				
Other (identify)				
Other (identify)				

Other Resources Code Legend

- | | | |
|------------------------------|--|----------|
| 1. JTPA | 4. Federal/State/local Education Funds | 7. _____ |
| 2. Employer | 5. Other Federal Grant Funded Programs | 8. _____ |
| 3. Public Employment Service | 6. State/Local Transportation Funds | 9. _____ |

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PRIVATE INDUSTRY COUNCIL REVIEW AND COMMENT

This is to certify that: I have reviewed the proposal submitted by:

Applicant Name: _____

The activities proposed are:

- ☐ Consistent with and will be coordinated with the Welfare-to-Work efforts of the Private Industry Council. (Please provide comments below.)
- ☐ Inconsistent with and will not be coordinated with the Welfare-to-Work efforts of the Private Industry Council. (Please provide comments below.)

Typed Name/Title

Signature

Date

Private Industry Council

Comments:

Be sure to include a form for each Private Industry Council in your project area.
Attach additional pages if necessary.

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COUNTY WELFARE DEPARTMENT REVIEW AND COMMENT

This is to certify that: I have reviewed the proposal submitted by:

Applicant Name: _____

The activities proposed are:

- ☐ Consistent with and will be coordinated with the Welfare-to-Work efforts of the County Welfare Department. (Please provide comments below.)
- ☐ Inconsistent with and will not be coordinated with the Welfare-to-Work efforts of the County Welfare Department. (Please provide comments below.)

Typed Name/Title

Signature

Date

Name of County

Comments:

Be sure to include a form for each County Welfare Department in your project area.
Attach additional pages if necessary.

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PLANNED LEVERAGE/MATCH

Applicant Name				
Leverage				
Source of Leverage	Amount	Form of Leverage	Letter Attached	
			Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Match				
Source of Match	Amount	Form of Match	Letter Attached	
			Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

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PERFORMANCE GOALS WORKSHEET

Applicant Name			
Planned Performance Goals			
Performance Goal	Planned Statewide Goal	Overall Planned Goal	Description of how the goal is derived <i>(If not enough room, you may attach narrative to describe)</i>
Placement in Unsubsidized Employment	45%		
Job Retention at 6 months	70%		
Average Weekly Wage at 6 months (increase over the average wage at placement)	10%		
Benchmarks			
Performance Goal	Quarter Ending June 1999	Quarter Ending June 2000	Quarter Ending Sept 2000
Placement in Unsubsidized Employment			
Job Retention at 6 months			
Average Weekly Wage at 6 months			

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PLANNED QUARTERLY EXPENDITURES

Applicant Name								
Fiscal Quarter Ending Date								
Cost Category	Dec. 1998	March 1999	June 1999	Sept. 1999	Dec. 1999	March 2000	June 2000	Sept. 2000
Total Expenditures								
Administration Expenditures								
Program Expenditures								
Program Expenditure Component								
Community Service								
Work Experience								
Job Creation Wage Subsidies								
On-the-Job-Training								
Readiness, Placement and Post-Employment Services								
Job Retention								
Support Services								
Other (Describe)								
Other (Describe)								
Other (Describe)								

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PROJECT LINE ITEM BUDGET

Applicant Name			
Expense Item	Administration	Program	Total
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Facilities and Communications			
Consumable Office Supplies			
Furniture and Equipment <ul style="list-style-type: none"> • Use/Depreciation • Purchase • Lease 			
Consumable Testing & Instructional Materials			
Tuition Payments/Vouchers			
OJT Reimbursements			
Participant Wages & Fringe Benefits			
Supportive Services			
Indirect Cost			
Other:			
Total			

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PLANNED QUARTERLY PARTICIPANTS

Applicant Name								
Fiscal Quarter Ending Date								
Performance Goals	Dec. 1998	March 1999	June 1999	Sept. 1999	Dec. 1999	March 2000	June 2000	Sept. 2000
Total Participants								
Total Terminations								
Total Unsubsidized Employment								
Activity Enrollments								
Community Service								
Work Experience								
Job Creation Wage Subsidies								
On-the-Job Training								
Readiness & Placement Services								
Post-Employment Services								
Job Retention & Support Services								
Other								

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RECYCLED CONTENT CERTIFICATION

Contractor hereby certifies under penalty of perjury that _____
(enter value or zero)

percent of the materials, goods, supplies offered, or products used in the performance of this contract meets or exceeds the minimum percentage of recycled material as defined in Sections 12161 and 12200 of the Public Contract Code (PCC) as stated below:

PUBLIC CONTRACT CODE REGARDING RECYCLED CONTENT:

For the purpose of this article:

12161.

"Recycled paper product," means all paper and wood pulp products containing postconsumer and secondary materials, as defined in this section.

"Postconsumer material" means a finished material that would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. "Secondary material" means fragments of finished products or finished products of a manufacturing process, which has converted a virgin resource into a commodity of real economic value, and includes postconsumer material, but does not include fibrous waste generated during the manufacturing process, such as fibers recovered from wastewater or trimmings of paper machine rolls (mill broke), wood slabs, chips, sawdust, or other wood residue from a manufacturing process.

"Recycled paper product" means a paper product with not less than 50 percent, by fiber weight, consisting of secondary and postconsumer material with not less than 10 percent of fiber weight consisting of postconsumer material.

For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white wove envelopes, and for other uncoated printing and writing papers, such as writing and office paper, book paper, cotton fiber paper containing 25 to 75 percent cotton fiber, and cover stock, the minimum content standard shall be no less than 20 percent of fiber weight of postconsumer materials beginning December 31, 1994. The minimum content standard shall be increased to 30 percent of fiber weight of postconsumer materials beginning on December 31, 1998.

12200.(a) (1)

Except as provided in paragraph (2), "recycled product" means all materials, goods, and supplies, no less than 50 percent of the total weight of which consists of secondary and postconsumer material with not less than 10 percent of its total weight consisting of postconsumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

(2)"Recycled product" also means other flat rolled steel products, no less than 25 percent of the total weight of which consists of secondary and post consumer material, with not less than 10 percent of total weight consisting of post consumer material. Products made with flat rolled steel meeting these content percentages include, but are not limited to, automobiles, cans, appliances, and office furniture and supplies.

(b) "Post consumer material" means a finished material that would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes.

(c) "Secondary material" means fragments of finished products or finished products of a manufacturing process that has converted a resource into a commodity of real economic value, and includes post consumer material, but does not include excess virgin resources of the manufacturing process.

Name and Title of Authorized Signatory

Applicant Name

Signature

Date

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YEAR 2000 COMPLIANCE CERTIFICATION

This is to certify that any information technology purchased in whole or in part with Welfare-to-Work funds, which is used for a period of time that goes beyond December 31, 1999, must be "year 2000 compliant." This means that such information technology shall accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into and between the twentieth and twenty-first centuries, the years 1999 and 2000, and leap year calculations.

This is to further certify that any information technology used for this project is "year 2000 compliant."

Name and Title of Authorized Signatory

Applicant Name

Signature

Date

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S

SECRETARY OF STATE

CERTIFICATE OF STATUS DOMESTIC CORPORATION

I, BILL JONES, Secretary of State of the State of California, hereby certify:

That on the _____ day of _____, 19____,

_____ became incorporated under the laws of the State of California by filing its Articles of Incorporation in this office; and

That no record exists in this office of a certificate of dissolution of said corporation nor of a court order declaring dissolution thereof, nor of a merger or consolidation which terminated its existence; and

That said corporation's corporate powers, rights and privileges are not suspended on the records of this office; and

That according to the records of this office, the said corporation is authorized to exercise all its corporate powers, rights and privileges and is in good legal standing in the State of California; and

That no information is available in this office on the financial condition, business activity or practices of this corporation.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of _____

Secretary of State

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ATTACHMENT A

GLOSSARY OF TERMS

Adult

An individual who is not a minor child.

Administrative Costs

That allocable portion of necessary and allowable costs associated with the overall management and administration of the WtW program and which are not directly related to the provision of services to participants. Examples of administrative costs include but are not limited to salaries, wages, capacity building, procurement activities, public relations, monitoring programs, and preparing program plans.

Allowable Activities

The activities allowed under 20 CFR Part 645 Welfare-to-Work Grants; Interim Rule dated November 18, 1997, are: job readiness, job placement, and post-employment services financed through job vouchers or through contracts with public or private providers; community service or work experience programs; job creation through public or private sector employment wage subsidies; on-the-job training; and job retention or support services if such services are not otherwise available; and Individual development accounts.

Cal-Learn Program

Cal-Learn is a mandatory program under CalWORKs for pregnant and/or parenting teens under the age of 19 who are receiving cash aid. Cal-Learn participants may continue in the program on a voluntary basis up to the age of 20. In place of participating in welfare-to-work activities required by the CalWORKs Program, Cal-Learn participants must attend school to attain a high school diploma or its equivalent to receive assistance. Cal-Learn participants are exempt from the CalWORKs/TANF time limits, but are subject to sanctions and bonuses for making adequate progress in the Cal-Learn Program. After the teen has obtained a high school diploma or its equivalent, the teen must participate in the CalWORKs welfare-to-work program activities and may be eligible for participating in the WtW grant program if the teen meets the eligibility criterion.

CalWORKs

California Work Opportunity and Responsibility to Kids Program. The Welfare to Work Act of 1997, AB 1542, establishes welfare reform in California. Able adults receiving assistance for themselves and/or for their children will be required to work. The new principle is personal and parental responsibility. Assistance for families with children will be provided when there is a crisis such as the loss of a job, an illness, a divorce, or death of a spouse.

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Chief Elected Official (CEO)

(1) The chief elected official of the sole unit of general local government in the service delivery area; (2) The individual or individuals selected by the chief elected officials of all units of general local government in such areas as their authorized representative; or (3) In the case of a service delivery area designated under section 101(a)(4)(A)(iii) of JTPA, the representative of the chief elected official for such area (as defined in section 4(4)(C) of JTPA).

City with Large Concentration of Poverty

Any county that contains an urban center of more than 50,000 people with a poverty rate of greater than 7.5 percent.

Competitive Grants

Those welfare-to-work funds awarded under a competitive application process in which public and private entities; local governments, and PICs may apply. For purposes of this SFP the definition applies to the Governor's 15 percent WtW grant funds.

County Welfare Department (CWD)

CWDs are responsible for implementing the CalWORKs program. The CalWORKs program include welfare-to-work activities, as defined in AB 1542. CWDs are also responsible for administering the state matching funds for the formula WtW grant program.

Designated Chief Local Elected Official

The designated Chief Local Elected Official of an elected body of a unit of general purpose local government with general taxing authority who accepts fiscal responsibility and liability for grant monies.

Employment Development Department (EDD)

The State agency designated by the Governor to be responsible for the administration of California's formula welfare to work grant program.

Formula Grants

Those welfare to work grant funds allotted to each Service Delivery Area by the State based on a formula described in the state welfare-to-work plan.

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In-Kind

A non-cash contribution, which can be given a cash, value. Examples of an in-kind match include: donated services, such as volunteer services; services by employees of other organizations; donated supplies; loaned equipment or space; and donated equipment and buildings.

Job Readiness

Services through vouchers or contracts with public or private providers. These services will provide the recipient with training to learn job seeking and interviewing skills, to understand employer expectations, and learn skills designed to enhance an individual's capacity to move toward self-sufficiency. May include training for WtW participants starting their own business.

Job Retention and Support Services

May include but is not limited to transportation assistance, substance abuse treatment, child-care assistance, emergency or short-term housing assistance, and disability-related services if such services are not otherwise available.

Labor Market Area

As defined by the U.S. Bureau of Labor Statistics, a labor market is "an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance, or can readily change employment without changing residence." Labor market areas are identified in order to standardize and promote comparability for the collection and use of labor market information in administering various government programs.

Labor Market Information

The body of data available on the particular labor market, including employment and unemployment statistics, occupational statistics, and average hours and earnings data.

Leveraged Resources

Leveraging of resources is demonstrated by the applicant's ability to effectively collaborate with non-federally funded partners for the purpose of increasing that applicant's local available resource potential.

Low Reading and Math Skills

Reading or math skills at or below grade level 8.9.

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Matching Resources

State and local dollars or in-kind contribution in excess of federal funds spent on WtW grant eligible individuals and activities. Grant project costs that are required for the grant program but are not borne by the Federal Government.

Minor Child

An individual who has not attained 18 years of age; or has not attained 19 years of age and is a full time student in a secondary school (or in the equivalent level of vocational or technical training).

Maintenance of Effort

Maintenance of effort (MOE) means that under TANF, States are required to maintain a certain level of spending on welfare based on “historic” FY 1994 expenditure levels (Section 409 (a)(7) of the Act).

Noncustodial Parent

A parent of a minor child whose custodial parent is a CalWORKs recipient. For purposes of eligibility for the WtW grant program, the custodial parent must meet the criteria under sections 645.212 and 645.213 of the WtW Grant Program Interim Rule.

One-Stop Career Center

An integrated service delivery site in a local One-Stop Career Center System area that offers all core services, plus customized/intensive services, at or through the Center.

One-Stop Career Center System Partnership

All local agencies, elected officials, organizations, and entities that have agreed to jointly plan, implement, and support a One-Stop Career Center System.

Participant

An individual who has been determined to be eligible to participate in, and who is receiving services under the Welfare-to-Work grant program. Participation is deemed to commence on the first day following determination of eligibility on which the individual begins receiving services.

Political Subdivision

A unit of general purpose local government, as provided for in State laws and/or Constitution, which has the power to levy taxes and spend funds and which also has general corporate and policy powers.

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Poor Work History

Having worked no more than three consecutive months in the last 12 calendar months.

Post-Employment Services

May include but is not limited to basic educational skills training, occupational skills training, English as a second language training, and mentoring, financed through vouchers or contracts with public or private providers.

Private Industry Council (PIC)

A group of individuals appointed by a governing board, a county board of supervisors or a city council to provide policy guidance and exercise oversight with respect to activities under the job training and welfare-to-work grant plans for its SDA in partnership with local government. The PIC is established under Section 102 of the Job Training Partnership Act, and performs the functions authorized at Section 103 of the JTPA.

Regional Project

A project which crosses geopolitical boundaries to encompass a larger area for the purposes of reaching a specific welfare population.

Rural Area

(1) Any county that does not contain an urban center of more than 50,000 people, and where at least 50 percent of the geographical area of the county has a population density of less than 100 persons per square mile; or (2) in counties where there is an urban center, a rural area within the county that constitutes, or is part of, a distinct rural labor market.

Service Delivery Area (SDA)

A geographical area within the state designated by the Governor for which one entity is identified to address employment and training needs, receive funds and coordinate program delivery. The SDA is authorized pursuant to section 101(a)(4) of the JTPA.

Statewide Project

A project which may include urban centers with high poverty rates, multiple county or other projects defined as regional, and may include Metropolitan Statistical Areas, Investment Zones, or Economic Development Zones.

State Plan

An annual plan submitted to the U.S. Department of Labor to comply with Section 645.415 of the Welfare to Work Grants Interim Rule.

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TANF

Temporary Assistance for Needy Families. Federal legislation that set up the welfare block grant program enacted in 1996. TANF replaces the welfare programs known as Aid to Families with Dependent Children (AFDC), Job Opportunities and Basic Skills Training Program (JOBS), and the Emergency Assistance (ES) Program.

Technical Assistance

Consultation provided to partnerships to achieve agreed upon goals and objectives by the JTPD of the Employment Development Department.

Welfare-to-Work Grant Program

The program created in the Balanced Budget Act of 1997, to provide transitional assistance which moves hard-to-employ welfare recipients living in high poverty areas into unsubsidized employment and economic self-sufficiency.

Work First

The TANF concept that the primary focus is on placing individuals in employment activities.

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ATTACHMENT B

GENERAL PROVISIONS

1. Compliance -

- a. In performance of this agreement, Subgrantee will fully comply with the provisions of the Welfare-to-Work (WtW) program and all regulations, directives, policies, procedures and amendments issued pursuant thereto and/or legislation, regulations, policies, directives, and /or procedures which may replace the WtW Grant Program.
- b. Subgrantee will ensure diligence in managing programs under this agreement including the carrying out of the appropriate monitoring activities and in taking prompt corrective action against known violations of the WtW regulations.
- c. This agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise, and any other agreement between the parties hereto. This agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the Subgrantor and the Subgrantee.

2. Certification - Except as otherwise indicated, the following certifications apply to all Subgrantees.

- a. Corporate Registration - The Subgrantee, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
- b. Sectarian Activities - The Subgrantee certifies that this agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- c. National Labor Relations Board - The Subgrantee, by signing this agreement, does swear under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Subgrantee within the immediately preceding two-year period because of Subgrantee failure to comply with an order of a federal court which orders the Subgrantee to comply with an order of the National Labor Relations Board.
- d. penalty of perjury, that it has not failed to satisfy any major condition Prior Findings - Subgrantee, by signing this agreement, does swear under in a current or previous contract or grant with the Department of Labor (DOL) or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.

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- e. Debarment and Suspension Certification: - By signing this agreement, the contractor or grantee hereby certifies under penalty of perjury under the laws of the State of California that the contractor or grantee will comply with regulations implementing Executive Order 12549 Debarment and Suspension, 29 C.F.R. Part 98. Section 98.510, that the prospective participant (i.e., grantee), to the best of its knowledge and belief, that it and its principals):
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph 2 of this certification;
 - 4) Have not within a three year period preceding this agreement had one or more public transactions (Federal, State, or Local) terminated for cause of default.
 - 5) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
- f. Drug-Free Workplace Certification: - By signing this agreement, the contractor or grantee hereby certifies under penalty of perjury under the laws of the State of California that the contractor or grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:
1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8350(a).
 2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - a. the dangers of drug abuse in the workplace;
 - b. the person's or organization's policy of maintaining a drug-free workplace;
 - c. any available counseling, rehabilitation and employee assistance programs; and,
 - d. penalties that may be imposed upon employees for drug abuse violations.

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3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed agreement:
 - a. will receive a copy of the company's drug-free policy statement; and
 - b. will agree to abide by the terms of the company's statement as a condition of employment on the subgrant/contract.

Failure to comply with these requirements may result in suspension of payments under the subgrant/contract or termination of the subgrant/contract or both and the contractor or grantee may be ineligible for award of future state subgrants/contracts if the department determines that any of the following has occurred: (1) the false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

- G. Lobbying Restrictions -By signing this agreement the Subgrantee hereby assures and certifies to the lobbying restrictions as set forth in 29 C.F.R. Part 93, that:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL (Exhibit 1), "Disclosure Form to Report Lobbying". In accordance with its instructions.
 3. The undersigned shall require that the language of this certification be included in the award documents for contract/grant transactions over \$100,000 (per OMB) at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.
 4. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
3. Waivers -The Subgrantor retains the right to submit a waiver request to the Secretary of Labor if Welfare to Work funds expended under this Subgrant are not coordinated with the expenditure of funds provided to the State under the Temporary Assistance for Needy Families program. This waiver request will be the basis for selecting another entity to administer the Welfare to Work funds for the service delivery area.

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4. Standards of Conduct - The following standards apply to all Subgrantees.

a. General Assurance -

1. The Subgrantor has consulted and coordinated with the appropriate entities in the substate areas regarding the plan and the design of Welfare to Work services in the State, and has made available to the public a summary of the Welfare to Work plan. The Subgrantor has established a mechanism to exchange information and coordinate the Welfare to Work program operated by the State and Private Industry Councils with other programs available that will assist in providing welfare recipients employment.
2. The Subgrantee will take every reasonable course of action in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. The Subgrantee, its executive staff and employees, in administering this agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

- #### b. Employment of Former State Employees - The Subgrantee will insure that any of its employees who were formerly employed by the State of California in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this agreement, will not be assigned to any part or phase of the activities conducted pursuant to this agreement for a period of not less than two years following the termination of such employment.

- #### c. Conducting Business Involving Relatives - No relative by blood, adoption or marriage of any executive or employee of the Subgrantee, will receive favorable treatment when considered for enrollment in programs provided by, or employment with, the Subgrantee.

- #### d. Conducting Business Involving Close Personal Friends and Associates - Executives and employees of the Subgrantee will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates.

When it is in the public interest for the Subgrantee to conduct business with a friend or associate of an executive or employee of the Subgrantee, an elected official in the area or a member of the Private Industry Council (PIC), a permanent record of the transaction will be retained.

- #### e. Avoidance of Conflict of Economic Interest - An executive or employee of the Subgrantee, an elected official in the area or a member of a PIC, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the Subgrantee or Subgrantor.

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Supplies, materials, equipment or services purchased with agreement funds will be used solely for purposes allowed under this agreement.

No member of the PIC will cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

5. Coordination - Subgrantee will, to the maximum extent feasible, coordinate all programs and activities supported, under this part with WtW and other programs under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) as amended by the enactment of the Balanced Budget Act of 1997, and other employment and training programs at the State and local level.
6. Funding -
 - a. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this program.
 - b. Any funds the Subgrantee has not obligated by the end of the fiscal year of this agreement will not be available to the Subgrantee. Any funds obligated by the Subgrantee will have been spent within three years from(_____).
 - c. At the expiration of the term of this agreement or upon termination prior to the expiration of this agreement, funds not obligated for the purpose of this agreement will be immediately remitted to the Subgrantor. Any funds obligated by the Subgrantee will have to be spent within three (3) years from the date the State receives the federal funding.
 - d. The State will return to The Secretary of Labor any part of the Welfare to Work funds that are not expended within three (3) years after the date the funds are so provided. *Statutory Citation: Section 403(a)(5) (C)(vii).*
 - e. Pursuant to 20 CFR section 645.400, the Subgrantor has the right to select an alternate administrative agency other than the PIC to administer the WtW program. If the Secretary of Labor approves the Governor's selection, all funds not spent under this Subgrant will be redirected to the new administering entity.
 - f. The Subgrantor imposes a 13% limitation on funds to be used for administrative costs, as provided for in 20 C.F.R. 645.235. Unless otherwise specified, this limitation applies to both formula grants and competitive grants.
 - g. As set forth in 30 CFR section 645.230(d), Subgrantor can reduce funds under this Subgrant if the federal government reallocates funds on account of an under expenditure of the required matching funds, or, if the Subgrantee fails to obligate 100 percent of the funds.

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- h. Funds provided under this Act shall not be used to duplicate facilities or service available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the service delivery area's performance goals.
7. Property - All property, finished or unfinished documents, data, studies and reports prepared or purchased by the Subgrantee under this agreement, will be disposed of in accordance with the direction of the Subgrantor. In addition, any tools and/or equipment furnished to the Subgrantee by the Subgrantor and/or purchased by the Subgrantee with funds pursuant to this agreement, will be limited to use within the activities outlined in this agreement and will remain the property of the United States Government and/or the Subgrantor. Upon termination of this agreement, Subgrantee will immediately return such tools and/or equipment to the Subgrantor or dispose of them in accordance with the direction of the Subgrantor.
8. Termination -
- a. Termination for Convenience - Either the Subgrantor or the Subgrantee may request a termination for convenience. The requesting entity will give a ninety (90) calendar-day advance notice in writing to the respondent.
1. Termination for Cause - The Subgrantor, with a thirty (30) day written notice, may terminate this agreement in whole or in part when it has determined a waiver has been obtained as referred under Section 3 of this agreement, or that the Subgrantee has substantially violated a specific provision of the WtW Statutes or Regulations and corrective action has not been taken.
2. The Subgrantor, with written notice to the Subgrantee, has the option to void this agreement, or amend it to reflect any reduction of funds.
- b. All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the Subgrantee will be addressed to:

Telephone _____

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Notices to the Subgrantor will be addressed to:

Employment Development Department
Job Training Partnership Division/ WtW Unit
P. O. Box 826880, MIC 69
Sacramento, CA 94280-0001

This agreement may be unilaterally modified by the Subgrantor upon written notice to the Subgrantee under the following circumstances:

- a. There is an increase or decrease in federal or state funding levels.
- b. A modification to the agreement is required in order to implement an adjustment or modification to the Plan.
- c. There is a change in State and federal law or regulation requiring a change in the provisions of this agreement.

Except as provided above, this agreement may be amended only in writing by the mutual agreement of both parties.

10. Insurance - Except for city and county governmental entities, Subgrantees must provide the Subgrantor evidence of the coverage specified in a, b, c and d below. The evidence of coverage shall include the registration number of the subgrant agreement for identification purposes.

- a. Subgrantee will obtain a fidelity bond in an amount of not less than ____, prior to the receipt of funds under this agreement. If the bond is canceled or reduced, Subgrantee will immediately so notify the Subgrantor. In the event the bond is canceled or revised, the Subgrantor will make no further disbursements until it is assured that adequate coverage has been obtained.
- b. Subgrantee will provide general liability insurance with a combined limit of \$500,000 or public liability coverage for \$500,000 and property damage coverage for \$100,000. Regardless of the type of coverage secured, a minimum aggregate of \$500,000 for public liability and for property damage is required.
- c. Subgrantee will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the Subgrantee or its agents in performance of this agreement, or, in the event that the Subgrantee will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this agreement, Subgrantee will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.

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- d. Subgrantee will provide Worker's Compensation Insurance, which complies with provisions of the California Labor Code, covering all employees of the Subgrantee and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the California Labor Code) for Worker's Compensation.
- e. The Subgrantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this agreement, verifying the insurance requirements have been complied with. The coverage noted in b and c above must contain the following clauses:
 - 1. Insurance coverage will not be canceled or changed unless thirty (30) days prior to the effective date of cancellation or change written notice is sent by the Subgrantee to:

Employment Development Department
JTPD - Financial Management Unit
P. O. Box 826880, MIC 69
Sacramento, CA 94280-0001

- 2. State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this agreement are concerned.
- 3. The State of California is not responsible for payment of premiums or assessments on this policy.

Accounting and Cash Management -

- a. Subgrantee will comply with established controls, record keeping and fund accounting procedure requirements as set forth in 20 C.F.R. Part 627.425, and other applicable Federal and State Regulations and Directives to ensure the proper disbursement of, and accounting for, program funds paid to the Subgrantee and disbursed by the Subgrantee, under this agreement.
- b. Subgrantee will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any sub-contracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in funds being provided through a reimbursement process.
- c. The Subgrantor retains the authority to adjust specific amounts requested if the Subgrantor's records and subsequent verification with the Subgrantee indicates that the Subgrantee has an excessive amount of cash in its account.
- d. Income (including interest income) generated as a result of WtW activities, will be utilized in accordance with policy and procedures established by the Subgrantor. Subgrantee will account for any such generated income separately.

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- e. Subgrantee shall not be required to maintain a separate bank account but shall separately account for WtW funds on deposit. All funding under this agreement, will be made by check or wire transfer payable to the Subgrantee for deposit in Subgrantee's bank account or city and county governmental bank accounts. To provide for the necessary and proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the Subgrantee. The Subgrantor will have a lien upon any balance of WtW funds in these account which will take priority over all other liens or claims.
- f. For non-Service Delivery Area (SDA) Subgrantees, failure to adhere to the reporting requirements in item 12 of this agreement will result in funds not being released, and may result in sanctions.

12. Records -

- a. If participants are served under this agreement, the Subgrantee will establish a participant data system as prescribed by the Subgrantor.
- b. Subgrantee will retain all records pertinent to this agreement for a period of three years from the date of final payment of this agreement. If, at the end of three years, there is litigation or an audit involving those records, the Subgrantee will retain the records until the resolution of such litigation or audit.
- c. The Subgrantor and/or the U. S. Department of Labor, or their designee, will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this agreement. Subgrantee's performance under the terms and conditions herein specified will be subject to an evaluation by the Subgrantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

13. Reporting - Subgrantor will issue reporting instructions consistent with the federal regulations governing the WtW reporting requirements, and Subgrantee will compile and submit reports of activities, expenditures, status of cash and close-out information as required by Subgrantor's instructions.

14. Grievance and Complaint System - Subgrantee will establish and maintain a grievance and complaint procedure in compliance with WtW C.F.R 20 Part 645.270, Federal Regulations and State statutes, regulations and policy.

15. Conflicts -

Subgrantee will cooperate in the resolution of any conflict with the U. S. Department of Labor which may

- a. occur from the activities funded under this agreement.

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- b. In the event of a dispute between the Subgrantor and the Subgrantee over any part of this agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Subgrantor and the Subgrantee. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

16. Confidentiality Requirements -

The EDD provides to the Subgrantee information resources pursuant to this agreement. Information resources include data (information) and application (program) files and databases. The EDD data (information) is confidential, when it identifies an individual or an employing unit. Confidential information is not open to the public and require special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction. The Subgrantee agrees to:

- a. Keep all information furnished by EDD in the strictest confidence, and makes the information available to its own employees only on a “need-to-know” basis as specifically authorized by this agreement. Instruct all employees with access to EDD information regarding the confidential nature of the information and the sanctions against unauthorized use or disclosures found in the California Civil Code § 1798.55, the Penal Code § 502, and the California Unemployment Insurance Code § 2111. Store and process information in electronic format, in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means. Return the EDD confidential information promptly or destroy all copies or derivations of the confidential information when its use ends, utilizing an approved method of confidential destruction: shredding, burning, or certified or witnesses destruction. Magnetic media are to be degaussed or returned to EDD.
- b. Complete and return with the signed WtW Subgrant Agreement the enclosed “WtW Subgrantee Information Request” form, made a part of this agreement as Exhibit “___.” (This form identifies the EDD information you need and provides information related to media, frequency, and volume projections.)
- c. Ensure all Subgrantee staff requesting or receiving EDD’s information date and sign an EDD Confidentiality Statement made a part of this agreement as Exhibit “___.” The Subgrantee shall retain all signed originals and make them available to EDD personnel during on-site reviews. Only one EDD Confidentiality Statement needs to be signed and on file for each staff person. If a similar confidentiality statement has already been signed and is on file, such as in the cases of EDD/Subgrantee collocation requirements, county PIC requirements, or city PIC requirements, another one does not need to be completed as long as that confidentiality statement contains all of the elements shown in the EDD Confidentiality Statement.

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- d. Designate a person responsible for the security and confidentiality of the data and immediately notify the JTPD Disclosure Information Officer, in writing, of any designee changes. The Subgrantee data security and confidentiality designee is:

Name:	
Title	
Address	
Telephone No.	
Fax No.	

If the Subgrantee enters into an agreement with a subcontractor/service provider to provide WtW services, the Subgrantee agrees to include these data security and confidentiality provisions in the agreement with the subcontractor/service provider. In no event shall said information be disclosed to any individual outside of the Subgrantee authorized staff, subcontractor(s)/service provider(s) and/or their employees.

17. Audits -

- a. This agreement shall be subject to the examination and audit of the State Auditor for a period of three years after final payment.
- b. The Subgrantee will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors.
- c. To address specified areas that differ for subrecipients who are either local government or non-profit entities, the State, when auditing each agreement, will apply OMB Circular A-133 to both governmental entities and non-profit organizations, 29 C.F.R.97 to local government entities, and 29 C.F.R. 95 to non- profit entities.
- d. The Subgrantee and/or auditors performing monitoring or audits of the Subgrantee or its subcontracting service providers will immediately report to the Subgrantor any incidents of fraud, abuse or other criminal activity in relation to this agreement, the WtW Statutes or Regulations.
- e. Before any funds are issued under this agreement, the Subgrantee will submit, to the Subgrantor, the findings of the most recent audit of its financial system. The Subgrantee will demonstrate that its financial accounting systems are adequate to satisfy Federal and State audit requirements per Federal Register, 20 C.F.R., Section 627.480, Final Rules and Regulations, dated September 2, 1994.
- f. Before any funds are released under this agreement, the Subgrantee will describe how, if it becomes necessary, the Subgrantee will repay disallowed expenditures with non-federal funds. The Subgrantor will utilize the audit resolution; debt collection and appeal procedures as set forth in 20 C.F.R. 645.250(a)(2) as means to resolve any such issues.

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18. Disallowed Costs - Except to the extent that State legislation permits or will permit the Subgrantor to assume liability, the Subgrantee will be liable for and will repay, to the Subgrantor, any amounts expended under this agreement found not to be in accordance with 20 C.F.R. 645.250(a)(2), including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the WtW Grant.

19. Local Liability - Pursuant to Unemployment Insurance Code section 10005, the unit of general local government, or each unit of general local government that is a member of a consortium shall be liable to the Subgrantor for all federal WtW funds distributed pursuant to this Subgrant that are not expended in accordance with state law and the federal WtW grant program provisions.

20. Indemnification -

a. The following provision applies only if the Subgrantee is a governmental entity.

Pursuant to the provision of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.

b. The following provision applies only if the Subgrantee is a non-governmental entity.

The Subgrantee agrees to the extent permitted by law, to indemnify, defend and save harmless the Subgrantor, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Subgrantee in the performance of this agreement.

21. Labor Organizations - Subgrantee will consult with the appropriate labor organizations and/or employer representatives in the design, operation or modification of the programs under this agreement.

22. Nondiscrimination Clause

a. The conduct of the parties to this agreement will be accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Rules and Regulations promulgated thereunder. In addition:

1. During the performance of this subgrant/contract, Subgrantee/ Contractor and subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.

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Subgrantees/Contractors and sub-contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee/Contractor and sub-contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated there-under (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this subgrant/contract or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

2. The Subgrantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990 USC 12101 et seq.), which prohibits discrimination on the basis of disability, and all applicable Federal and State laws and regulations, guidelines, and interpretations issued thereto.
3. This Subgrantee/Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

4. Subcontracting -

- a. Any of the work or services specified in this agreement which will be performed by other than by the Subgrantee will be evidenced by a written agreement specifying the terms and conditions of such performance.
- b. The Subgrantee will maintain and adhere to an appropriate system, consistent with federal, State and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.
- c. The system for awarding contracts will contain safeguards to insure that the Subgrantee does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

24. Signatures -

This agreement is of no force and effect until signed by both of the parties hereto. Subgrantee will not commence performance prior to the beginning of this agreement.

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements - The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The under signed shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

Typed Name/Title

Signature

Date

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DISCLOSURE OF LOBBYING ACTIVITIES

**Complete this form to disclose activities pursuant to 31 U.S.C 1352
(See reverse for public burden disclosure.)**

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <div style="text-align: center;"> Prime Subawardee Tier _____, <i>if known:</i> </div> Congressional District, <i>if known:</i>	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known:</i>	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable:</i>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):	b. Individual Performing Services (include address if different from No. 10a.) (last name, first name, MI):	
(attach Continuation Sheet[s] SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ actual _____ planned _____	13. Type of Payment (check all that apply): a. retainer b. one-time fee c. commission d. contingent fee e. deferred f. other; specify: _____	
12. Form of Payment (check all that apply): a. cash b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services performed or to be Performed and date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated on Item 11:		
15. Continuation Sheet(s) SF-LLL-A attached: Yes No		
16. Information requested through this form is authorized by Title 31 U.S.C Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No. _____ Date: _____	

Reporting Entity: _____ Page _____ of _____

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ATTACHMENT C

SUMMARY OF WELFARE REFORM PLANS

Plan/Summary	Sign off Entity	Due Date	Approving/ Certifying Entity
Temporary Assistance for Needy Families (TANF) Funding Plan-Funding targeted specifically to serve TANF recipients. Plan outlines services and instruction needed to serve CalWORKs recipients.	Community Colleges	10/10/97	Chancellor of Community Colleges
CalWORKs Program Plan-Plan to expand and redesign programs to better serve CalWORKs recipients. Funds are allocated for curriculum development and redesign, childcare, work/study, job development/placement, and coordination.	Community Colleges	11/14/97	Chancellor of Community Colleges
TANF Plan-State Plan for receipt of federal funds to implement CalWORKs.	Department of Social Services	11/97	Department of Health & Human Services
Welfare-to-Work Formula Grants State Plan-State plan for receipt of formula grant funds to move hard-to-employ TANF recipients into unsubsidized jobs.	Employment Development Department	12/12/97	Department of Labor
County Plans for CalWORKs-Plans describe how the county intends to deliver the full range of activities and services necessary to move CalWORKs recipients from welfare to work.	County Welfare Departments	1/12/97	Department of Social Services
Educational County Plan-A local plan, with specified components, detailing the provision of instructional and job training services to CalWORKs recipients within that County.	County Superintendent of Education, local community college districts, local adult education, CWD, and directors of job training programs	3/31/98	County Welfare Department

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Plan/Summary	Sign off Entity	Due Date	Approving/ Certifying Entity
Educational County Plan-A local plan, with specified components, detailing the provision of instructional and job training services to CalWORKs recipients within that county.	County Superintendent of Education, local community college districts, local adult education, CWD, and directors of job training programs.	3/31/98	County Welfare Department
CalWORKs Joint Funding Plan-Joint application to determine how local funds will be disseminated.	Adult Education and Regional Occupation Centers	3/31/98	Department of Education
Workforce Preparation and Economic Development Plan-An integrated state workforce development plan for service delivery, resource investment, and performance measures.	Health and Welfare Agency	4/1/98	Legislature
Welfare-to-Work Formula Grants Local Plan-Local plan for receipt of formula grant funds to move hard-to-employ TANF recipients into unsubsidized jobs.	PIC Chair, the CEO, and County Board(s) of Supervisors within the SDA	4/30/98	Employment Development Department
Job Creation Plan for CalWORKs Recipients-Strategic plan that outlines job creation activities that will provide employment for recipients of aid.	County Board of Supervisors	9/30/99	Trade and Commerce Agency
Child Care and Development Plan-A local countywide childcare plan designed to mobilize public and private resources to address identified needs.	Local Planning Council consisting of consumers, child care providers, and public agency representatives	To be determined locally	Department of Education

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ATTACHMENT D

APPEAL PROCESS

Should a proposal be disqualified for not meeting the minimum criteria, an appeal may not be filed if the disqualification is based on receiving the proposal after the exact time and date set for receipt of proposals. The Minimum Requirement consists of those items that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals meeting the Minimum Criteria will be forwarded for evaluation and scoring. Final funding decisions cannot be appealed.

Proposers will have ten (10) working days from the postmark date of the disqualification letter to file an appeal. The appellant must submit the facts in writing. The review will be limited to information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the Request for Proposal and any other pertinent documents.
- A statement of the relief sought.

The proposer must provide a copy of the appeal letter and the supporting documents to the JTPD at the same time the appeal is submitted to the Audit and Evaluation Division of the Employment Development Department's Program Review Branch. The JTPD will have ten (10) working days to respond in writing to the appeal.

If the JTPD does not reverse the disqualification, the appeal will be reviewed by the Audit and Evaluation Division of the Employment Development Department. The Chief of the Audit and Evaluation Division will have thirty (30) working days to issue a final administrative written decision.

The review will be limited to determining whether the proposal met the Minimum Criteria of the Request for Proposal.

The appeal must be in writing and submitted **to each** of the following:

Job Training Partnership Division
Welfare-to-Work Coordination Unit
800 Capitol Mall, MIC 69-1
Sacramento, CA 95814

Employment Development Department
Welfare to /work Grant Program Appeals
Program Review Branch
800 Capitol Mall, MIC 76C
Sacramento, CA 95814